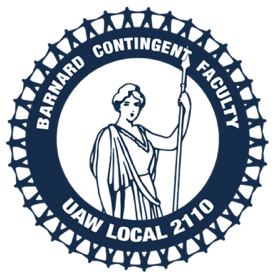
**Barnard Contingent Faculty UAW Local 2110** 

Adjunct Professional Development Fund

2020-2021 Application

The BCF-UAW contract requires Barnard College to create an Adjunct Professional Development Fund. See below for more information.

name title

department/ original date # of semesters

program of hire teaching

email address phone number

detailed description of professional development expense. please itemize.

how will this professional development expense enhance your pedagogy or professional development in your field?

amount of professional development expense: $

(enter the full amount here, though initial approvals will only be up to $2000)

**Submit this form via email to** [**bcfuaw@gmail.com**](mailto:bcfuaw@gmail.com)**.** Please do not attach receipts or other documentation. See below for more information.

**Adjunct Professional Development Fund Information**

**Who is eligible?**

Post-probationary adjunct faculty, i.e., part-time Barnard faculty with at least four semesters of teaching.

**How much can I request?**

In the 2020-21 fiscal year, we are pre-approving payments of up to $2000 per faculty member (up to $28,750 total). You may, however, request more than $2000 on this application, and if there is money left in the fund at the end of the year, we may be able to further reimburse you.

**Is there a deadline?**

No, we approve applications on a rolling basis until the semester’s or year’s allocation is depleted.

**What is the approval process?**

The BCF-UAW bargaining unit chairs will process applications as received, confirming faculty eligibility and conformity of the request to the contract language. If there are questions, you may be asked to provide further information about your expenses.

**How will I be paid?**

Typically the fund will reimburse you for pre-approved expenses after you have provided receipts or other appropriate documentation. However, we will consider all requests for qualified expenses incurred between July 1, 2020 and June 30, 2021.

**What is the reimbursement process?**

Faculty seeking reimbursement should work with their department assistant or administrator, who will assist in attaching original receipts (emailed/online receipts that are printed are considered original) and a copy of the approval email from BCF-UAW to a check request form. Faculty will typically be paid within 10 business days of when Finance receives the form. Please note that Finance requires itemized receipts for meals and transportation; they do not reimburse a general per diem. Travel reimbursement policies are here: <https://barnard.edu/finance/ap/travel-expense-reimbursement>

**What if I need to pay a third party?**

Finance cannot reimburse faculty for a payment made to a private individual, but they can pay the private individual directly upon receipt of an invoice. If faculty want to use the Fund to hire an individual for services, contact Eileen Di Benedetto ([edibened@barnard.edu](mailto:edibened@barnard.edu)) before hiring the person. She will assess if or what type of written contract is required. See examples here: <https://barnard.edu/contract-management/Forms_Template>

**What if I encounter difficulties in having approved expenses reimbursed?**

Contact the BCF-UAW bargaining unit chairs at [bcfuaw@gmail.com](mailto:bcfuaw@gmail.com). They will facilitate the process.

**From the BCF-UAW Contract:**

ARTICLE 17 — PROFESSIONAL DEVELOPMENT

Section 1 - The College will create a Professional Development Fund for Unit Members, effective July 1, 2017 or ratification of this Agreement, whichever is later. The total amount payable from the Fund will be no less than:

July 1, 2017 – June 30, 2018 $25,000

July l , 2018 – June 30, 2019 $26,250

July 1, 2019 – June 30, 2020 $27,500

July 1, 2020 – June 30, 2021 $28,750

July 1, 2021 – June 30, 2022 $30,000

Amounts in the Fund shall not roll over from one fiscal year to the next.

Section 2 - All post-probationary adjunct Unit Members will be eligible to apply in writing for reimbursement from the Professional Development Fund for the reasonable costs associated with professional development activities, including but not limited to conference travel, registration, and lodging; research travel and lodging; research supplies; and publication subventions. Such requests must describe how the professional development activity will enhance the Unit Member's pedagogy or professional development in their respective field(s). Unit Members shall provide documentation of expenses upon request. The application shall be submitted for approval to the Union. Once approved, it shall be submitted to the College for processing.

Section 3 - The current level of funding for term faculty for professional development shall not be reduced.